



Noah Database Instructions for Churches

After initial login, the first box you see asks for your Display Name, type your name or the name of your church in the box and press the Save Changes button.

You can return to your home page anytime, but clicking on the WS in the menu bar at the top left of your screen.

To Update Church Leadership anytime during the year:

- Select the Leadership Profile in the Surveys box.
- Click on the black “Walk Through Positions” button; this will reduce scrolling down the page.
- Use the information in this document to review your leaders and update accordingly.
 - Please include the **start date** for each position.
 - Please select the **status attribute** (Bi-vocational, Full-time, Interim, Part-time or Volunteer) that best applies to each leadership position. See definitions listed below.
 - Please use the **address** where the leader desires to receive mail pertaining to church business.
 - Please include the **stop date** for any position that has ended. DO NOT replace the person name as person records can be linked to multiple positions within the church, association, or state.
 - Please review the how-to tips for update leadership listed below.
- After updating each position, click the next button.
- When complete, click the blue “Save & Submit” button.

Tips for updating the Leadership Profile:

- **Does the person in the leadership position have incorrect or incomplete information?**
IF YES, then edit information in the person record and save.
- **Is another person in the leadership position?**
IF YES, click on the **Remove** button and enter the end date when the person stopped serving in this position.
Then click on the **Add** button and enter the new person for this position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.
- **Is the position now vacant?**
IF YES, click on the **Remove** button and enter the end date when the person stopped serving in this position.
- **Has a vacant leadership position been filled?**
IF YES, click on the **Add** button and enter the new person for this position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.
- **Does more than one person occupy the leadership position?**
IF YES, click the **Add** button under that same position and add another person for the position, including their **start date, position status** (Bi-vocational, Full-time, Interim, Part-time, or Volunteer) and **home address**.

Definitions of Leadership Status Attributes:

Bi-vocational: Person is employed at another job in addition to the congregational position and a significant part of his/her income is from the other job. Some may refer to this status as a partially-funded vocational position.

Full-time: Person is employed in the position full-time and considers it his/her vocation. All (or the majority) of his/her income is from this position. Some may refer to this status as a fully-funded vocational position.

Interim: Person is employed in a position for a short time while the congregation seeks someone to fill the position on a regular basis. The interim does not anticipate staying in the position on an on-going (long-term) basis.

Part-time: Person fills a part-time position and receives part-time pay.

Volunteer: Person is filling the position as a volunteer. The person is not given any compensation for his/her work.

To Access Financial Forms anytime during the year:

- Click on your church name link.
- Click on the blue Reports Tab
- Select **Remittance Form**, then press the Print/Download button to print additional copies of the remittance form enclosed in this packet.
- Select **Quarterly Receipts**, enter desired start and end dates (skip person field), then press the Print/Download button. Open the file and print the document.

To Enter ACP Survey Data in July:

- Select the **ACP Statistical Profile** in the Surveys box.
- Enter requested data using whole numbers. For dollar values round to the nearest whole dollar amount.
- Please answer all questions. If the number is zero, then enter "0" in the box.
- When finished, press the Save button, then mark the survey completed.
Note the *Undesignated Receipts* amount in the **ACP Statistical Profile** is used to calculate messengers for the MBC Annual Meeting.

To Print Completed ACP Report:

- Click on your church name link.
- Click on the blue Reports tab
- Select the **SURVEY - ACP Statistics Report by Year**
- Enter Year
- Select True/False to hide or not hide login information
- Click on the Print/Download button
- Open PDF file
- Print/Save as you desire

Need assistance or have additional questions?

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